

Legal English 30+

Sample Timetable



NB This is a sample based on B1 level. The precise content will be finalised following a detailed needs analysis. For example, greater focus can be given to other topic areas outlined in the pre-course information such as pronunciation, once common priorities have been agreed and realistic objectives set among participants.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|---|--|--|---|--|
| 09.00 - 10.30 | First day: Interviews and needs analysis Induction | Listening Skills: Visiting speaker: company law | Listening Skills: Visiting speaker: feedback on contract drafting | Listening Skills: Visiting speaker: security for loans Legal Writing: Writing letters and emails | Commercial Negotiations: Worcester widgets |
| | Introduction to the course: Personal interviews | | | | |
| 11.00 - 12.30 | Legal Vocabulary Expansion: Civil and criminal law | Commercial Negotiations: Negotiation: Computer sale and purchase | Legal Communication Skills: Civil procedure The rules of practice | Legal Vocabulary Expansion: Interpreting a contract Company law: setting up a company | Commercial Negotiations: Worcester widgets |
| | Legal Communication Skills: Case studies in Civil Law | | | | |
| 13.45 - 15.15 | Legal Vocabulary Expansion Contract law | Legal Writing: Contract drafting exercises | Listening Skills: Visit to a law firm | Legal Communication Skills: Company law Types of Cpmpany Dissolution of companies | Presenting: Making a presentation |
| | | | | | |
| 15.30 - 17.00 | Listening Skills: Contracts: Information exchange | Learning & Feedback: Feedback on negotiation | | Giving Legal Advice: Useful expressions Writing a letter of advice | Presenting: Making a presentation |
| | Intercultural Communication & Soft Skills: Introduction to networking | Legal Writing: Contract drafting | | | Learning & Feedback: Feedback and review |
| Homework | Networking drinks reception | Legal Communication Skills: Civil Procedure | Giving Legal Advice: Prepare for Thursday's class | Presentations: Useful expressions & prepare | Learning & Feedback: Review |